

Helena JSEC Meeting Minutes

October 17, 2012

Members Present:

Alan Thompson
Andy Sabatini
Callie Johnson
Cathy Wood
Hayley Emly
Sandy Hamlin
Tom Antonick

U of M Helena, College of Technology
Residence Inn
BCBS of Montana
Student Assistance Foundation
American Federal Savings Bank
Helena Job Service
Office of Public Instruction

Introductions: Sandy began by introducing Cathy Wood as our new JSEC Chair. As Vice Chair, Cathy performed the duties of Chair after Tina's resignation. E-mail nominations were conducted and Cathy was voted in as our new Chair. Congratulations Cathy.

Next item was member introductions. Andy Sabatini, Residence Inn, is our newest member. Welcome Andy. Alan handed out business cards with the new name of the College: Helena College University of Montana.

September Minutes: Tom motioned to approve the minutes, and Alan made a second. Minutes approved as written.

Treasurer Report: Sandy gave the Treasurer Report for Darlene since she is on her way to Teacher's Convention. Our bank account has a balance of \$5,477.20. During the summer months, we received \$257.72 in deposits from our fundraiser, 'Business over Breakfast'. There were 3 expenditures during this time; one for the Mike Bullock Scholarship, a donation to the School District Angel Fund, and payment to the caterer for our breakfast last month.

Employer Award: Hayley and Callie have been working on the Employer Award and tweaked it substantially. It will all be electronic now and sent out in a mass e-mail type of format. We'll also be using facebook and a couple other means to get the word out as much as possible. A link was e-mailed to everyone to look over and give some feedback, minor changes were made. The Awards Committee is hoping to get a larger increase in responses doing it electronically. It will just be clicking and answering a few questions and then submitting. Last year we only received 6 or 7 nominations, and the hope is to increase that dramatically. Two awards are given based on size, a large employer and a small employer. The Committee talked about having a main plaque, something the JSEC members would have to approve. It would be located at the Helena Job Service. Hayley said the plaque would show each year's winners so that people looking for jobs could say, 'Oh look, these businesses have won this award, and I'd like to work for them.'

Callie asked for more input on distribution, stating that the goal is to recognize our great companies out there that are doing their best to be an outstanding employer. She said the survey link is really easy and tallies results. She will send it in PDF format, and the link will be live. Callie showed us the new flyer. Anna from A2Z will put it on their website, and Callie is going to put it on BCBS's facebook. She is still working with the newspaper. Her goal is to see if they will jump on board with no funds having to be expended. She suggested we get creative and distribute this as widely as we can and talk about it. Hard copies cannot be accepted with this type of survey, so employers that can't access the link will need help doing it online. That is the only limitation.

Andy wondered if it is strictly based on number of votes or if someone writes something extraordinary, does that count. Callie felt in the past that hasn't been an issue, but if we had a tie, that could be a tie breaker. Hayley agreed that a lot of that will depend on what our response looks like. We have a judging sheet that tells us exactly what we are looking for. The judging format is what the questions were based on.

Tom asked about State agencies applying. Sandy said we had a State Agency apply in the past, but they nominated the supervisor. You have to nominate the business and not the boss, but State agencies are not precluded from nominating. Callie reiterated that it is the organization, not the individual.

Tom asked where the nominations go. Callie said the survey is a service BCBS has that was customized by Right Now Technologies, so it will go back to Callie's office. Sandy noted that Hayley and Callie are taking the lead on the Awards Committee. Dave and Sandy will be stepping down, so if anyone else would like to serve on this Committee, please let Hayley know, since she is the Chair of this particular Committee.

Callie drew us back to focusing on distribution. Tom suggested the Chamber of Commerce. Sandy said she would send the flyer to the JSEC Committee as a whole, and if each member gets approval from their office, they could put it on their website and/or e-mail it to others. Callie suggested we each come up with 5 other places that can send it. Individuals could even put it on their facebook. Andy said he could send it to hotel membership. Callie thought it would be great to also get it to the restaurant circuit and cover other travel, hospitality, and professional sectors; even doctor's offices, churches, and SHRM. It was agreed to go live with the survey right after November 1st.

Miscellaneous: Sandy addressed the Vice Chair position. She will send out a new membership list to all of the members so they know who can be nominated. If anyone thinks that one of our members would make a good Vice Chair, ask if they want to be nominated. Or if you yourself would like to volunteer for that position, please let Sandy know. It is an important position for our JSEC.

Next month our November meeting is the day before Thanksgiving, which may be tough for some people to make. We don't have a December meeting since we decided last year to replace December with a June meeting. All agreed to move the meeting to Wednesday, the 28th of November at the same time, 3:30. Sandy will revise the meeting schedule and e-mail an updated copy to everyone so they can add it to their calendars.

We looked over the 'Year in Review' that Sandy supplied. This is basically a rundown of Helena JSEC's activities for the year and our accomplishments.

Sandy brought attention to the flyer from SHRM advertising their Leadership Training Day on November 15th. We are trying to collaborate more with SHRM and them with us.

A couple of years ago our JSEC had a discussion about soft skills. Members commented on how important they were, and offered suggestions on the type of soft skills their company was looking for. Since that time, Sandy convened a small committee from Job Service to come up with possible training. There is a great deal of material out there on soft skills, and training that can extend to days long and be costly to employers. Sandy announced that this effort has resulted in the development of a class that takes about 4 hours, called Success in the Workplace. Helena Job Service will offer the class to employers free of charge, especially JSEC members that are interested. JSEC members are welcome to preview the class, hold presentations for new employee orientations, or particular groups

of employees. If companies preferred, we can train your people on the information. Classes can be held at the Job Service or we can go to your place of business. Tom asked if it was a live presentation. Sandy affirmed that it is. There is room for a lot of discussion, a lot of interaction, a lot of things they can pull out and work on in groups and teams. This is one way to specifically tell your employees what you want from them instead of assuming they know. If you are interested, please contact Sandy.

Deb is at a Manager's meeting this week, but she asked if we would be willing to donate again to the Veterans celebration at the Job Service. Last year Helena Job Service had a Veteran's Day Reception. The day before Veteran's Day there was cake, coffee, and punch set up in the Job Service Lobby thanking our veterans for their service. Those coming into the office were very appreciative. We had a couple of stores donate cakes, and JSEC donated beverages. Approval was granted.

Hidden Agenda: Tom mentioned that the Mike Bullock Scholarship Committee pushed the open date to an earlier time and the deadline earlier to give more time for grading. They also set a solid deadline instead of moving it each year. Sandy will get JSEC's information to Brandon, Enterprise Holdings, so that he can submit our request to his agency scholarship fund. All agreed it would be nice for us to be able to offer more money to our Scholarship winners.

Meeting was adjourned.